

Terms & Conditions Extra-Curricular Activities (ECA)

School Year 2018 – 2019 Term 1

Key Dates

ECA Schedules Published	:	Tuesday 21 August
Registration Opens	:	Tuesday 21 August
Registration Closes	:	Friday 24 August
Confirmation of ECA places	:	Wednesday 29 August
Term 1 ECA's begin	:	Monday 3 September
Term 1 ECA's end	:	Friday 7 December

General Comments

- Enrolments must be made using the **ECA Registration Form 2018-19**.
- The Registration form can be returned by email to Ms. Lia at info@nis.or.id with the heading *ECA Registration* or in hard copy to the Reception.
- ECA places will be allocated on a fair basis, ensuring as many children as possible get their ECA choices.
- All activities will specify which year group the ECA is open to. This allows you to match your child's participation to their age group.
- The school reserves the right to cancel scheduled activities or change the location if circumstances so dictate. e.g. in case of insufficient participants or due to other extenuating circumstances.
- Participants can choose no more than one slot per activity (i.e. swimming lessons and private instrument). This is to ensure that all participants have an equal chance to enrol.
- Children can select up to 4 ECA's per week (NIS Teacher-led or Private Teacher-led) dependent on availability,
- Parents are requested not to register for an ECA place unless your child is committed to attending for the duration of the term.
- After registration, children will not be allowed to swap activities.
- If students are frequently absent from the ECA for no specific or valid reason, they may be removed from the activity and their place offered to a student on the waiting list.
- Activities may be cancelled if the total number of participants does not meet the required minimum.
- Late registration may be opened where places remain in an ECA.
- There are no ECA activities scheduled on pre-scheduled/announced PD days, national holidays and on Parent-Teacher Conference Days.
- The school reserves the right to change/swap NIS teachers for activities as required.

Student

1. Where stated on the schedule, children will transfer directly from class to their ECA. This transfer will be overseen by NIS staff and parents are not required to support.
2. Where required, and as stated on the ECA schedule, parents may be requested to attend the ECA with their child or fully supervise their child until the ECA begins.
3. Parents / guardians are expected to collect their child promptly at the end of the ECA. Persistent failure to do so may result in the place being withdrawn from the child.
4. Children are expected to behave appropriately during their ECA and listen carefully to their teachers and instructors. Unacceptable behaviour will be addressed with the parents and may result in termination of a child's participation in an ECA. In such cases, no refunds will be made.
5. The parent/guardian of the student understands that all reasonable care will be taken by the ECA teacher / instructor to ensure the safety of the children during the activities.
6. The parent/guardian of the student confirms that in the unlikely event of a mishap or accident he / she shall not in any way hold the ECA coordinator or the instructor responsible for any injuries or damages that may result as a direct or indirect consequence thereof.
7. The parent/guardian of the student understands that in case of an incident the school shall always try to contact the parents.
8. If a doctor is urgently needed and the instructor and NIS staff cannot contact the parents of the child concerned, the student shall be taken to SOS Medika on Jl. Puri Sakti 10, Jakarta. This is standard procedure at NIS. The costs of treatment will be met in full by the parents under all circumstances.
9. The parent/guardian of the student confirms that his / her child is properly insured (health) prior to participating in the ECA courses and for their duration.
10. **Swimming:** Allocation of to our swimming program or swim team are based on the Swim Assessment held at the beginning of the term. The coach has the final decision of the child's group level.
11. For safety reasons and so as not to disturb group activities, accompanying adults (parents or nanny), siblings and/or friends are not allowed into the big or small PE hall, or any ECA location, and are kindly requested to wait outside.

12. Siblings that are waiting must be actively supervised at all times by an adult (parent or nanny).

Registration, Payment and Refund Terms

Please see the application guidelines below for detailed instructions.

How to Register

Please note that for this round of ECA's there is no on-line registration.

ECA registration should be completed as outlined below;

- Complete an ECA Registration Form and return by email or in hard copy.
- Complete a Registration Form for each child selecting up to 4 ECA's for your child.
- Return the Registration form by email to Ms. Lia at info@nis.or.id with the heading ECA Registration or in hard copy to the Reception.
- Confirmation of ECA places will be given by Thursday 20 August.
- Registration opens on 21 August and closes 5pm Friday 24 August 2018.
- Payments, where applicable, should be paid in full by Monday 3 September 2018, in advance of the ECA programme beginning.

Payment Confirmation

- ECA confirmation will be issued on Wednesday 29 August.
- Payment should then be made via bank transfer (details below).
- A copy of the payment/bank transfer should be submitted to school either by email to info@nis.or.id or hard copy to the Reception.

Registration and Payment

- If you register for the waiting list, you will be informed by the Front Office when or if a placement is available.
- Reservation by phone, email or at the Front Office is not possible.
- All fees must be paid prior to the start of the activity. **3rd September** Participants will not be allowed to attend classes if payments have not been completed in duetime.
- Fees for ALL paid activities must be paid IN FULL. It will not be possible to pay in instalments.
- Payments can ONLY be done through bank transfers. An exception will be made for families new to Jakarta, who do not have an Indonesian bank account yet. These families are allowed to pay in cash IDR.
- It is not possible to swap activities once the participant has paid, unless the school has cancelled the activity.

How to pay

Payments must be completed through **bank transfer**. The only exception is for families new to Jakarta, who do not have an Indonesian bank account yet. These families are allowed to pay in cash IDR.

Payments must be made before **Monday 3 September 2018** to secure the placement.

Bank Payments details

Please find the bank details below and select the following names and SWIFT code; please also include student's name and 'ECA':

Beneficiary	:	YAYASAN NIS INDONESIA
Bank name	:	PT. Bank HSBC Indonesia
Address	:	World Trade Center 1 Jl. Jendral Sudirman Kav. 29-31, Jakarta 12920, Indonesia
SWIFT Code	:	HSBCIDJA
Account No	:	050 20 66 71 068 (IDR)

Refund Terms

- NIS reserves the right to cancel all programs due to insufficient enrolment or staffing.
- NIS reserves the right to change or alter dates and times.
- If a program is cancelled by NIS before or during a running ECA term for whatever reason, there will be 100% refund (for the remaining lessons).
- In the situation that an ECA instructor is ill or absent, and if no other teacher / instructor is available; the lesson will be postponed. In the case that a date is set for a postponed lesson and the attendee is not able to join, a refund will not be issued.
- There will be no refund for a student who is asked to leave the program for inappropriate behaviour, or non-notification of a serious medical condition, or whose conduct is detrimental to the program. Also, no refund will be made for a student's late arrival, early vacation, family vacation or unscheduled governmental holidays.
- Due to the weather, outdoor activities might sometimes (partly) be cancelled. Where possible, NIS will try to provide an alternative activity but where cancellation is unavoidable, a refund for these cancelled lessons is also not applicable.
- All other refund decisions or requests are at the sole discretion of NIS management.